

IPAC COLLECTION PROCEDURES

ARC will process IPAC collections at the request of NARA. NARA will notify ARC of the requested collections via the IPAC Collection Spreadsheet. NARA will populate the spreadsheet with the necessary data elements, as described in the NARA Input tab of the IPAC Collection spreadsheet. Once the spreadsheet has been completed, it will need to be sent to ARC via e-mail for processing. The spreadsheet should be e-mailed to NAR@bpd.treas.gov.